

# Small Claims Procedures and Instruction Sheet

**FILING:** The filing and service of process fee is \$80.00, which can be included in the amount you are filing for. The small claims form and any attachments must be filed in DUPLICATE. Please provide the court with a clear and accurate legal name and street address for the defendant so that the small claims case can be served without delay. The jurisdictional limit in this court is \$7,500.00.

The case must be filed with the Small Claims Court in which the defendant resides.

**APPEALS:** An appeal must be filed in writing within thirty (30) days from the court date. There is a filing fee of \$150.00 and it must be filed with the Court of Common Pleas. The notice of appeal must be personally served on this court within the same thirty (30) days.